



Section 6. Add Record

Add Record

Follow-up Action:

- Go to New Record
- Go to New Record and Carryover Locality Information
- Remain on Editing Page (add images, determinations, etc)

The record you have just completed will not be added until the “Add Record” button is clicked. Before doing so, review the options.

- If you have images of the plant and/or its habitat, choose the third option. It will save the record and bring up a page with the record and tabs across the top. Click on “Images” and follow the directions that come up.
- Please edit your images before adding them.
- If you collected more than one specimen from the location, choose the second option. It will open up another data entry page but with the locality information filled out.
- If you have just one specimen and no images from a particular location, choose the first option.
- You can add images after printing your labels so if your images are not yet ready for uploading, you can go ahead and add the record but will have to come back and edit it after it has been uploaded to add the images.